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ABSTRACT

Taking an international approach to reflect the growing number of one-person libraries (OPLs) worldwide, this handbook and directory for OPLs covers organizational culture, customer service, time management and planning, budgeting, accounting, technology, collection development, education, downsizing, outsourcing, and many other key management issues. The book shares useful tips, techniques, and case studies, discusses knowledge management strategies for OPLs, and offers practical advice geared to help OPLs survive and thrive in an increasingly digitized-and downsized-future. Chapters include: "What Is an OPL?"; "An International View"; "General Concepts"; "Time Management, Planning, and Prioritization"; "Working with Others"; "Along the Information Superhighway: The OPL and Technology"; "Other Issues: Education, Downsizing and Outsourcing, and Knowledge Management"; "The Future of One-Person Librarianship"; "Organizations"; "Books and Journals"; "Vendors and Suppliers"; and "Discussion Lists and World Wide Web Sites." Includes an index. (Contains 139 references.) (AEF)

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